



Foreign Affairs Handbook

14 FAH-1 – Department-Wide Personal Property Management Handbook

Change Transmittal: PPM-16

Date: July 19, 2012

14 FAH-1 H-410 PERSONAL PROPERTY ACCOUNTABILITY

Major Changes

1. This Change Transmittal issues the following revisions to 14 FAH-1 H-410:
 - **14 FAH-1 H-411, Accountability Requirements at Post:** Accountability includes the identification of personal property to be controlled; the assignment of responsibility for the care and maintenance of the personal property; and the determination of the degree of control required;
 - **14 FAH-1 H-412, Accountability Criteria:** Transformers, smoke detectors and fire extinguishers: State only: Records should be kept on fire extinguishers regardless of cost. Records should be kept on smoke detectors and transformers when they are issued for residential use. Generally, the Bureau of Diplomatic Security (DS) centrally accounts for security-related personal property that is program-funded, and the post accounts for property funded by the post. For USAID, the post accounts for property funded by any means. Maintain accountability records. Use the ILMS Asset Management System when appropriate;
 - **14 FAH-1 H-413.2-2, Relocation, Redistribution, and Transfer Documents:** Form DS-584, Nonexpendable Property Transaction, is used for documenting the relocation/redistribution of personal property within the Department; and Form SF-122, Transfer Order Excess Personal Property, is used to record transfers of property between Federal agencies

- **14 FAH-1 H-415.3, Approved Systems for Maintaining Accountable Property Records:** State only: For nonexpendable property, the Integrated Logistics Management System's Asset Management application is the only approved property accountability system for the Department; and for expendable supplies, the ILMS Expendable Management System and PASS Expendable Supplies Application are the approved systems. USAID missions will use the ILMS Management System. The State-approved property management system BarScan can also be used until such time as ILMS is deployed at posts; and
 - **14 FAH-1 H-419.2-3, Stock Levels:** Establish an operating stock level (stock that is expected to be issued from one replenishment to the next); a lead-time stock level (stock that is expected to be issued from the time a replenishment order is placed until it is received); and a safety stock level (stock which is needed for issue if the lead time and operating stocks are depleted). If customer requests are being back-ordered for items that cannot be filled, the number of back orders on hand for a given item should also be taken into consideration when calculating quantities to reorder.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
 4. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-1 H-410 (CT:PPM-2; 07-27-2005) and insert revised subchapter 14 FAH-1 H-410 (CT:PPM-16; 07-19-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PPM-16, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.